



Denise Juneau, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov
ATTN: Educator Licensure

Educator's Application for Prior Approval of Professional Development Activities for Renewal Units

When Is Prior Approval Required?

Prior approval is required when a Montana Educator wishes to receive renewal units for attending an event that is **not**:

- 1) Delivered by an approved OPI renewal unit provider or
- 2) Approved by OPI as a single event.

If you are employed in a Montana school district and that school district is an approved provider, the school district may approve the event and issue the official OPI certificate to you.

◆ 1 hour of contact time = 1 renewal unit ◆ 1.5 hours = 1 renewal unit ◆ 1.75 hours = 2 renewal units ◆

SECTION I: Educator Information

Last Name		First Name		Middle Name		Former Name(s)	
Mailing Address (Street, RFD, PO Box)			City		State	ZIP	E-Mail Address
Folio Number	Last 4 digits of SSN		Date of Birth	Home Phone		Work Phone	

SECTION II: Course, Conference, Workshop, Seminar or Event Information

A brochure, agenda or other material must be attached, detailing length of sessions, meal breaks and course content.

Title	Date of Activity	City/State
Number of Renewal Units Requested	Location of Activity (e.g., hotel or college campus)	

SECTION III: Checklist

Have you:

- ☐ Completed all information on this form?
Incomplete applications or inadequate documentation of the event will be returned without action.
- ☐ Enclosed a detailed agenda outlining the length of sessions and describing the course content?

SECTION IV: Instructions

Requests for pre approval must be received by OPI a minimum of seven (7) business days prior to the beginning of the event.

Step 1: Return the completed application and attachments to:

Office of Public Instruction
Attn: Educator Licensure
PO Box 202501
Helena, MT 59620-2501

Step 2: When the event is completed:

1. Submit documentation of your participation (most likely a certificate of completion that includes number of contact hours and a copy of your approval letter from the OPI;
2. OPI will send you an official certificate;
3. Maintain a file with your renewal unit certificates and college transcripts to be used as evidence when you apply for renewal of your Educator License.

SECTION V: Contact us

Telephone: (406) 444-3150

Email: cert@mt.gov

Web: www.opi.mt.gov/cert